



II. The Personnel Branch, under the direction of the Chief, A&TD, Office of Security is composed of five (5) professional Personnel officers and three (3) clerical employees. Its function is to provide a complete personnel program for the Office of Security including career management, recruitment, personnel processing, placement, employee relations, travel, etc. The Branch supports approximately 

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employees in the Office of Security are supported by the Personnel Branch. This personnel program encompasses the following activities:

A. Career Management -

1. Chief, Personnel Branch serves as secretary to the Professional Security Career Service Board and is responsible for preparation of agenda, minutes and implementation of actions recommended by the Board.
2. Preparation of reports including the Annual Personnel Plan and the Personnel Development Program.
3. Providing guidance and counseling to supervisors and employees on benefits, processing, grievances, disciplinary actions and prepar-

ation of Fitness Reports, etc.

4. Prepares statistical data base to provide projections regarding positions, personnel ceiling, attrition and promotional headroom.
5. Prepares biographic profiles, date of grade roster, etc. for Office of Security management use.

B. Personnel Recruitment and Processing -

1. Recruits and processes professional and contract personnel, including review of files; scheduling interviews, medical and security appointments; preparation of contracts and EOD processing.

C. Employee Benefits and Relations -

1. Provides guidance and counseling to supervisors and employees on personnel matters and employee benefits, such as insurance, Credit Union, Federal Employee Compensation Act, and leave entitlements.
2. Provide advice and administrative support on disciplinary and placement problems.
3. Provide guidance and support for submission of Honor and Merit awards and arrange for presenting of Certificate awards by the Director of Security.

D. Retirement -

1. Provide Office of Security management with retirement projections by system and maintains statistics of OS retirees ~~AND~~
2. Arrange appropriate appointments and processes retiring employees.

E. Travel and Documentation -

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1. Prepare TDY, EOD, and relocation travel orders, [REDACTED]  
[REDACTED]
  2. Maintains TDY standby roster which includes scheduling of medical appointments, obtaining passports and ensuring that cover and other approvals are obtained.

F. Personnel Administration -

1. Prepares Form 1152 (Action Request) on all personnel transactions.
2. Schedules appropriate checkout appointments for employees resigning or changing assignments.
3. Requests all Fitness Reports and Periodic Step-Increases for OS personnel and ensures that they are submitted when due.
4. Maintain and updates Assignment Preference Book and record employee preferences in that book.

5. Prepares all Office of Security vacancy notices, and records responses to these notices.
  6. Submits clerical staffing requirements to Office of Personnel, monthly for action.
  7. Submits to Office of Personnel, annually, staffing requirements for Summer Only employees and upon their EOD processes and interviews them.
  8. Maintains locator records, administrative files, ~~etc~~, *Lois and Fair Labor Standards Act information*.
  9. Completes action determined by Office of Security Career Boards, such as Assignment Nomination memoranda to other Agency components, Quality Step-Increase requests to Director of Personnel, promotion actions and notification memoranda.
- G. Support for Office of Security Objectives -
1. Prepares Office of Security Affirmative Action Plan, maintains statistical data pertaining to goals and achievements, and advises Office of Security management of overall Agency EEO programs.
  2. Prepares and maintains Upward Mobility Programs, monitors Office of Security involvement in the NPIC/Director's Opportunity *Program and the Program*

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

Policy and Plans Group

EXTENSION

x5311

NO.

DATE

14 March 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, Personnel Branch

4/7/75

cf

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Policy and Plans Group

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15.

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Under Objective B57104 the Office of Security will review and validate all Office of Security functions, activities...to ensure effectiveness, economy and efficiency. The attached documents represent two milestones under that objective. Milestone 1, the components identified their functions and activities. Milestone 2 was establishment of a format for evaluating these...activities. It is requested that the Personnel Branch review the attachment and:

- Certify that there are no deletions/corrections/additions to be made to the previous listing submitted by your office.
- Review the Identification of Activity statement on each evaluation sheet to ensure it fully equals to the comparable activity from your offices listing.
- Use the attached format to evaluate each individual activity.

1-13:

You will note that there have been a couple of changes made on the functional summary attached and these changes have been incorporated onto the individual statement sheets. In addition, I have deleted one statement